

DEPARTMENT OF JUSTICE  
JUSTICE, OFFICES, BOARDS AND DIVISIONS  
ENVIRONMENT AND NATURAL RESOURCES SECTION

VACANCY ANNOUNCEMENT NUMBER: ENRD-06-008-EXC/SES

OPENING DATE: 11/15/2005

CLOSING DATE: 11/29/2005

POSITION:

SENIOR EXECUTIVE SERVICE  
DEPUTY CHIEF  
ENVIRONMENTAL ENFORCEMENT SECTION  
ES-0905  
1 VACANCY

SALARY: \$107,550 per year - \$162,100 per year

DUTY LOCATION:

Department of Justice  
Environment and Natural Resources Division  
Environmental Enforcement Section  
WASHINGTON, DC

AREA OF CONSIDERATION: Federal employees government-wide.

MAJOR DUTIES:

The incumbent serves as the Deputy Chief of the Environmental Enforcement Section, Environment and Natural Resources Division, U.S. Department of Justice, and assists the Chief in managing a staff of approximately 155 attorneys and 70 support staff both in headquarters and in five field offices. The Environmental Enforcement Section includes nearly one-half of the Division's lawyers. It brings civil enforcement cases on behalf of its client agencies, primarily the EPA. These cases seek control of pollution and cleanup of hazardous waste sites across the

country. The statutes enforced by the Section include CERCLA, RCRA, the Clean Air and Water Acts, the Oil Pollution Act, and the Toxic Substances Control Act. In the hazardous waste area, cases are brought under the Superfund statute for the purpose of protecting the public health and ensuring that the responsible parties, rather than the public, bear the burden of paying for the cleanup of the sites. Through several Assistant Section Chiefs, the Deputy Chief assists in planning, discussing and coordinating the activities of the staff in all civil enforcement cases and participates in all major decisions in such litigation. The Deputy Chief also assists in coordinating the activities and decisions of the Section with other offices within the Department of Justice, Environmental Protection Agency, the Coast Guard, and the Army Corps of Engineers. These decisions often have extensive economic, public health, as well as environmental consequences. The Section's activities are also very visible because of high public interest and involvement of environmental groups, citizens' organizations, local governments, and industrial organizations in environmental issues and concerns. For more information about the Environment and Natural Resources Division, visit the Justice Department's website at: <http://www.usdoj.gov/enrd>.

#### QUALIFICATIONS REQUIRED:

**MANDATORY MANAGERIAL QUALIFICATIONS:** To receive serious consideration, applicants for this position must demonstrate successful performance and creative leadership in prior managerial position(s). Applicants must submit a written narrative that demonstrates possession of competencies in the following Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM):

- 1) **Leading Change:** The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity;
- 2) **Leading People:** The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals;
- 3) **Results Driven:** Stresses accountability and continuous improvement; includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies;
- 4) **Business Acumen:** The ability to acquire and administer human, financial, material and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making; and
- 5) **Building Coalitions/Communication:** The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally; also involves the ability to develop an expansive professional network with other

organizations, and to identify the internal and external politics that impact the work of the organization.

The managerial qualifications of the selectee who is not a current or former career Senior Executive Service employee must be approved by the OPM before appointment.

#### MANDATORY TECHNICAL QUALIFICATIONS\*:

- 1) Law degree and membership in a State's Bar;
- 2) Demonstrated ability to apply effective management techniques and leadership qualities in directing the activities of attorneys and support personnel;
- 3) Demonstrated ability to develop a strong program within a complex organization with several subunits; and
- 4) Demonstrated experience in managing complex legal issues, including ability to adjust priorities.

\*Candidates should also address their awareness of and commitment to EEO principles and concepts. List specific examples of accomplishments.

In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.

For more information regarding the Senior Executive Service (SES), visit the OPM website at <http://www.opm.gov/SES>.

For assistance in preparing your write-ups to the qualifications, view the Guide For Writing Executive Core Qualifications Statements at <http://www.opm.gov/SES/writingstate.html>.

#### DESIRABLE QUALIFICATION:

Experience in working closely with client agencies and U.S. Attorneys' Offices.

#### BASIS OF RATING:

Candidates will be evaluated on the executive core qualifications identified above and their total background, *i.e.*, education, training, self-development, awards, outside activities, performance appraisal, as well as work history. Only candidates meeting all of the mandatory technical qualifications will be deemed eligible for further consideration.

#### HOW TO APPLY:

A complete application will include:

A. A resume, curriculum vitae, or Optional Form 612, Optional Application for Federal Employment. If you submit a resume or curriculum vitae, it must include the information outlined in the booklet, Applying for a Federal Job (OF-510). A completed OF-612 will ensure this required information is provided. Do not send position descriptions, manuscripts, or other unsolicited material.

B. A Supplemental Applicant Statement which addresses EACH executive core qualification (ECQ) and technical qualification individually. This statement must provide examples of your experience, training, and accomplishments, which are relevant to the qualification.

C. If you are a Senior Executive Service Candidate Development Program (SESCDP) graduate, submit a copy of your OPM certification verifying successful completion of the program. This form is needed to determine eligibility for non-competitive consideration.

D. If you currently serve or previously served on an SES appointment, submit a copy of your most recent SF-50, Notification of Personnel Action. This form is needed to verify your SES status and determine eligibility for non-competitive consideration.

E. You must provide a recent supervisory appraisal of performance. This is required of candidates who are current Federal employees.

F. Describe your participation in EEO and/or Civil Rights training sessions; your knowledge of Federal Equal Opportunity Programs; your responsibility for assuring that women and minorities are provided the opportunity to receive grants and/or contracts; your participation with religious, civic, or social groups in providing food, housing, technical assistance, education/training and/or employment for minorities and women; or describe your experiences with minorities and women hires, awards, promotions and/or placements you initiated or approved as part of your public or private service supervisory or managerial responsibilities.

You must also submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect.

You must also submit a copy of your latest Notification of Personnel Action (SF-50).

All applicants must submit a separate supplementary statement addressing each of the Mandatory Managerial and Technical Qualifications requirements listed above.

All applications must be received by close of business on the closing date of the announcement to receive consideration.

Hand delivered or overnight express applications may be delivered to:

US Dept of Justice  
Environment and Natural Resources Division  
Office of Human Resources  
601 D Street, NW

Suite 2912  
Washington, DC 20004  
ATTN: ENRD-06-008-EXC/SES

Applications sent via regular mail should be sent to:

US Dept of Justice  
Environment and Natural Resources Division  
P.O. Box 367  
Ben Franklin Station, Washington, DC 20044-367  
Attn:ENRD-06-008-EXC/SES

#### OTHER INFORMATION:

Applicants must meet qualification requirements by the closing date of the announcement.  
Relocation expenses will not be paid.

#### PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit. This position will be filled on a full-time permanent basis. Upon completing any required probationary period, the position will be permanent.

#### CONDITIONS OF EMPLOYMENT:

Appointment is subject to successful completion of a background investigation.

Selectee may be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

Selectee may be required to serve a one year probationary period unless currently serving under an SES appointment.

#### FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Crystal Kearney  
(202) 616-3127

The Department of Justice is an Equal Opportunity Employer.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonable accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. Except where otherwise

provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership, or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be on a case-by-case basis.